



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701-4717

ADAM P. LAXALT
Attorney General

WESLEY K. DUNCAN
Assistant Attorney General

NICHOLAS A.
TRUTANICH
Chief of Staff

***Unclassified
Position Announcement
Open Competitive***

**LEGAL RESEARCHER
BUREAU OF CRIMINAL JUSTICE
SPECIAL PROSECUTION DIVISION**

GROSS SALARY: The maximum salary range is up to:

Employee/Employer Paid - \$46,102.00 (Approximately)
Employer Paid - \$40,844.00 (Approximately)

DUTY STATION: Las Vegas Attorney General Office.

DEADLINE: The deadline to submit application/resume is **Friday, May 15th, 2015**.
Hiring may take place prior to application deadline.

POSITION STATUS: Unclassified position entitled to standard State benefits; serves at the will of the Attorney General. Employment with the Attorney Generals office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: Reporting to the Supervising Chief Deputy Attorney General. In addition, this unclassified position must be able to draft pleadings, maintain files, gather and organize habeas corpus files and organize discovery documents. This position also requires research of various issues as required, and all other matters assigned by the Supervising Chief Deputy Attorney, by the Deputy Attorney General's assigned to the Special Prosecutions Unit. This position will be working closely with the Supervising Chief Deputy Attorney. This position will have no direct supervisory responsibilities.

QUALIFICATIONS

MINIMUM EDUCATION AND BACKGROUND: Graduation from an accredited four year college, university or paralegal school. A paralegal certification through the National Association of Legal Assistance is recommended. In addition, two (2) years experience in researching criminal issues is preferred. The applicant should have a general understanding of criminal law and procedure. Applicants must possess a valid Nevada driver's license at the time of appointment and for continuing employment.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; required skills also include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and to use standard office equipment and to travel to offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letter, detailed resume, writing sample, research sample and a list of 3 professional references to:

Gloria Navarro, Chief Personnel Officer
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The Attorney General's Office is an equal opportunity employer.